Resume and Job Search Resources: Table of Contents

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Streamline your job search and application process by ensuring you are ready before beginning. This document contains a list of what you'll want to have before you start searching for job openings and writing resumes and cover letters.

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Make sure you are on the right track by reading this list of answers to frequently asked resume questions.

3. Application Spreadsheet Page 11

Use this table to keep track of all the positions you apply for. Keeping organized records will make job hunting easier, and it is good practice for being an organized, responsible professional once you do find that job. Especially important in the digital age is keeping track of all of your login names and passwords for various job websites, and this table includes spaces for these vital bits of information. The spreadsheet is a Microsoft Excel file; instructions are included as a Word document.

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Improve the content of your resume (and your professional writing in general) by following the principles of the 3 C's: clarity, correctness, and consistency.

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Read this list of active verbs that will help you not only to elevate the language in your resume, but also to avoid the temptation to use clichéd and/or "empty" phrasing.

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For additional assistance, this list includes some of the better job resources available both online and in print.

Job Search Checklist

____ Realistic Expectations

Looking for a job is, in itself, a full-time job. You need to give yourself enough time to get prepared, do research on the job market, find open positions, write and revise a resume and cover letters, fill out applications, and attend interviews. The job market is still shaky, and the process of finding employment has become more difficult than it was five or ten years ago. Some people look for weeks. More people look for months. Only a very tiny, very lucky percentage of job seekers find a position instantly. This is not meant to discourage, but to state that, in the end, having a set of realistic expectations is far more beneficial to a job search than counting on luck.

____ Access to the internet

A great deal of the job search has moved into the virtual world. You will likely spend hours a day online looking for jobs, applying for jobs, and communicating with prospective employers. If you do not have a personal computer, almost all public libraries will have computers with internet access that you can use free of charge.

____ Access to word processing software

You will need Microsoft Word or another word processing software in order to write and format your resume and cover letters. If you have a personal computer, but do not have Word, try downloading the free Open Office software. In any case, be sure to save your documents with the .rtf file extension (rich-text format) so they can be opened and edited from any version of any word processing software.

____ Access to a printer

While online applications are the norm, some businesses still accept (or even prefer) printed resumes, especially smaller employers.

____ An email address

More job search correspondence in today’s market takes place online via email or job-specific social media sites (such as LinkedIn). You will need an email address before getting started on your job search. Yahoo, Gmail, and Hotmail are all popular, free email services. Use a form of your name as the address (soccermom82@yahoo.com doesn’t look professional), and never use an email provided by your current employer for a job search.

____ A secure place to store documents

Even if you have a computer at home, you should still keep your documents with you. The easiest way to do so is a USB flash drive. Organize your documents into folders, and save all drafts of your resume and cover letters. Back up the final copy of any document by emailing it to yourself. Finally, never save any document to the hard drive of a public computer.

____ A Web presence

More and more hiring managers are looking online for information about applicants. They will likely Google you and look for your Facebook and other social media pages. Before you begin applying for jobs, Google your own name to see what is out there and check your social media pages and adjust them accordingly. Even better, begin creating a professional web presence by making a professional website or sign up for LinkedIn and job websites related to your career field.

____ Clear goals

As frustrating as a job search can be, having clear goals (based on the realistic expectations discussed above) will help you stay focused. Avoid the temptation to set a goal like, “I want to have five job offers by next month”—instead, center your job search on achievable goals such as, “I will apply for at least two jobs every day,” or, “I will spend three hours revising my resume.”

____ A schedule

Once you have a set of clear goals, craft a schedule that will allow you to keep them. At a bare minimum, you should check your email twice a day and look at major job websites for new postings once a day.

____ An organizational system

Staying organized will help you streamline your job search. Keep records of all positions you apply for—there is a spreadsheet included here that you can use to track your applications.

____ Resources

Familiarize yourself with available resources, and know where to access them. Good resources may include general job websites, websites specific to your career field, personal contacts, and books on how to write a resume and ace an interview. Please avail yourself of your public library’s numerous resources. Your librarian will likely be able to refer you to the best books and websites for resume and career search advice.

Do, Don't, and Maybe: Quick Tips

General

Should I create multiple versions of my resume with regard to content?

Yes. Some information on your resume will need to change with each one that you submit. Be sure to carefully read the job posting for keywords and required qualifications so that you can directly address those in the resume. I'd suggest creating a "master resume" that includes every bit of information, then using this to create a tailored document for each resume you submit. The sections that will likely be tailored to the company are the "Objective/Professional Summary," "Skills," and "Employment."

Should I create multiple versions of my resume with regard to format?

Yes. You'll need a nicely formatted copy that you can print out and give to prospective employers in person (which you should save as either a PDF or .rtf document to send) and a copy that has been stripped of all formatting (text only) that you can use to copy and paste into online forms.

How long should the resume be?

One page is ideal (though not always achievable). Two pages is okay as long as all vital information is on the first page. Three pages is too long. If you need to use two pages, be sure to use most of (or all of) the second page. This length advice does not include the separate sheets for references and the cover letter.

Should I use special resume paper?

Maybe. If you are personally delivering or mailing a printed resume, nice paper is an option. Avoid any papers with flecks or spots, use a white or cream colored paper, and do not use the very thick card stock. Resume paper is optional, however. You can use plain, bright white printer paper as well. I'd recommend avoiding paper that is dingy or greyish in color (cheap copy paper often has this problem).

Should I hire a professional resume writer or a job hunter?

No. When you submit a resume to a company, you are saying to them, "This is indicative of my quality of work"—if you allow someone else to write your resume, you are misleading prospective employers. You are also ceding control of your professional voice to someone else—how can someone you've hired know more about you, your goals, your skills, and your experiences than you do? Finally, the cost for these services can be very, very high. It would be a better use of your time and other resources to craft your own resume (and possibly learn some important professional skills along the way).

Regarding job hunters, these people will take your resume and submit job applications for you (for a hefty fee). They will often just send your resume anywhere and everywhere without regard to whether or not you are qualified for or even want that position. Again, it is a bad idea to cede control of something so important to anyone else.

Contact information

Should I use my legal name on the resume if I go by another name?

Depends. Most applications will require a legal name for a background check, but the resume is where you craft a professional persona, so you should use the name you are known by in the professional world. This is doubly true if you have ever published anything professionally. If you go by your middle name, you can use your first initial to clear up any possible confusion (i.e. J. Reese Smith). If all of your friends call you "Bubba" or "Junior" (but not your bosses or coworkers), then you should use your legal name. Some people choose to use their legal name with their preferred name in parentheses, like this: John (Grady) Cooper.

Should I include my mailing address?

Depends. A prospective employer is highly unlikely to mail you anything, so it serves another function—namely, to tell them where you live. Most people include it; I'd only suggest leaving it off if 1) your current address is temporary, or 2) you live some distance away from where you'd be working if hired and don't want to indicate that you'll be commuting.

Which telephone number should I use?

Your cell phone, if you have one. Moreover, only list one number, and pick the number that you are most likely to answer during business hours (usually a cell phone, for most people). Do not use your current work phone as your contact number. Make sure you have a professional-sounding voice mail message ("Hello. You've reached Jane Smith. I'm not available to take your call right now—please leave your name, number, and a brief message, and I'll get back to you as soon as I can. Thanks"). Finally, do not ever let your voice mail inbox fill up—what if someone wants you to come in for an interview and cannot leave the message?

Objective

Should I include an "Objective" or "Professional Summary" section?

Only if you have room for it, and only if you can craft a unique, memorable, concise-yet-detailed response. If your "Objective" states some form of: "Dynamic worker seeking experience in the medical field," just cut the section and start with your "Skills" section. If you'd like to have it, write 3-4 sentences detailing your career goals and general qualifications, which should respond directly to the specific job posting to which you are applying.

Skills

What kinds of skills should I list?

On the master resume, list all of your skills. List all technical proficiencies (software, systems, specialized equipment, and field-specific techniques and methods you are familiar with), interpersonal skills, languages spoken, awards received, all materials you've created and/or published, any training you've taken or given, etc. Then, when you are ready to submit your resume for a specific job, read the posting carefully to determine which of these skills will interest the employer and adjust the list accordingly.

How specific do I need to be?
Very specific. In other words, contextualize anything you say in this list—give it meaning. It is not enough to list the phrase "customer service" or "hard worker," since anyone can claim this about themselves. Contextualize the information in some useful way, such as: "Four years customer service experience," or "Customer service, including conflict resolution and resource recommendations."

How should I arrange this list, and how long should it be?
If you have 4-8 things in the list, use bullet points and list them in order of importance, beginning with anything that directly responds to the job posting. If your list is longer, consider creating separate sections or subsections for various types of skills, and use columns in combination with bullets to keep the list from taking up more than one-third of the page.

Experience

Should I list my work experience before my education?
Probably. The only exception is for new graduates—in this case, education should be listed before work experience, as it will likely be more relevant to the current job search.

What should I do if I don't have any paid work experience?
List activities that show professional skills, even if you were not paid: for example, internships and volunteer activities.

What is the traditional job entry format?
It includes, in order of importance/emphasis, your job title, the company/employer name, the job location, and the dates of employment. It may also include a brief description of major job duties and some specific examples of skills, qualifications, and experiences gained at that job.

What should I write (if anything) underneath each job entry?
Depends. Try not to repeat information that appears in your "Skills" section. Don't just describe your job duties either—show how you went above and beyond in each position and give specific examples where you have room to do so.

How much should I write underneath each job entry?
As a general rule, no more than six bullet points or individual statements. There are exceptions to this (for example, if you've only ever had one job).

How do I handle multiple jobs with the same employer?
List each position separately in reverse chronological order underneath a basic employment entry; do not create a separate job entry for each position because it takes up too much room and is repetitive.

How many years of employment history should I include?
Generally, the last 5-10 years.

Should I include all of my jobs?

Probably not. The resume is like a highlights reel, not a replay. If you have switched career fields, you should only include job experiences related to your current job search. If you were employed temporarily, only include this experience if it required skills that you can use for your current job search. If you are worried about having an incomplete timeline of dates, an easy solution is to title the section "Relevant Work Experience" or something similar to indicate that you aren't including your entire work history, but just the important parts of it.

What if a former employer no longer exists or has changed its name?

List it in any case. In the case of a name change, you can put the new name with a qualifier in parentheses next to the old company name like this: H&H Tools (currently Hendrix & Sons Tools).

What is an employment gap, and how should I deal with this situation?

An employment gap is when you have 3 or more months of unemployment between jobs. This is a tricky situation, and you will likely need to do some reading to figure out the best way to deal with it given your particular situation.

Should I list my reason for leaving?

Not on the resume (applications may require this information, though).

Education

Should I list my high school education?

Only if you do not have a college degree or if there is a very specific reason to do so.

Should I include my GPA?

No. If you graduated with honors based on your GPA, you can list that, but never put the actual number on your resume.

Should I include the names of some or all of my courses?

No—this takes up valuable space and isn't likely to be read.

Should I list school awards, honors, and activities?

Depends. Only list things that are directly relevant to the job. For example, if you are applying for a management position and you were the president of your university sorority, you can demonstrate leadership ability by listing this. Be aware, however, that the further away you get from your education, the less relevant your high school or college classes and activities become. By the time you've been out of school for five years, no employer cares much about what you did in school unless it was something truly monumental (like a Rhodes scholarship) or something directly relevant to the job.

How do I format an education entry?

List the school's name and location and the degree/certification that you earned. If you decide to list the dates (most people do, but it can reveal your age to the employer, which you may not want for a number of reasons), only list the graduation date, not the start date. You may include more information underneath the school entry, but it is optional.

Other Sections

What are some other sections I can/should include in my resume?

Community Service, Hobbies and Interests, Publications, Training and Certifications, and Awards are possible additional sections. Only include them if the contents meet the following criteria: 1) it is directly relevant to your job search and will help your resume get noticed, and 2) it doesn't make your resume longer than two pages.

Where should I place these sections?

Towards the end of the resume, after the "Employment" and "Education" sections.

What kinds of licenses or certifications should I list?

Anything that is required by the job posting or demonstrates a professional skill that will make you stand out to the employer.

Should I include community service and activities?

Only if they are directly relevant to your current job search. For example, you could include a volunteer experience in the hospital if you are applying for a position in the medical field. In any case, be sure to show the employer how and why this community service demonstrates your capabilities.

Should I list hobbies and interests?

Only if they are directly relevant to your current job search. For example, you could list some outdoor hobbies you enjoy if you are applying for a position in a store that sells sports and outdoor equipment.

References

Should I include references on my resume?

Yes. They should be included on a separate sheet of paper and formatted similarly to your resume. This is something that has changed in recent years. The only reason you should not include references is if the job posting specifically says to not include them. Keep in mind that many applications request references, so it is a good idea to have them ready. This only applies to solicited applications (in other words, you are applying for a specific job). If you are handing out lots of resumes at a job fair, don't include the references; rather, have a few copies on hand to give to anyone who seems especially interested or in case someone asks for them.

How many references do I need?
Most employers ask for 3 to 5.

What kind of references are there, and which kind do I need?
Generally, a reference is either personal or professional. A reference is considered personal if the person knows you in a social, rather than work-related, context (i.e. a religious leader, a neighbor, etc.). A professional reference is one that you obtain from prior/current supervisors and coworkers. If you can, only use professional references. Use personal references only if the job posting asks for them or if you are having difficulty finding the right number of professional ones. Keep in mind that some job postings may require all references to be professional.

How do I obtain references?
Contact any previous supervisors and trusted co-workers. Ask if they would mind giving you an employment reference; if they say they will, be sure to get their current contact information. Some people may prefer that you list their personal, rather than work, number (or the other way around)—please respect these preferences. It is also considerate to let these references know when you send out a resume so they are not blindsided by calls.

What information should I include with references?
At the very least, you should include the person's name, phone number, and email address (if available). You may also wish to include the nature of your relationship, where they currently work, their current position, and the duration of your acquaintance.

Should I use the line "References available upon request" on my resume?
Probably not. How you deal with references has changed pretty radically in the last few years. The idea used to be that you included a "References available upon request" line so that you could have a chance to impress the hiring manager when they called for the references. Now that employers often have to sift through hundreds of applications, it is best to give them all the information up front so that they do not have to wait to make decisions. Though the words are the same, the tone has changed—what used to mean, "Call me so we can work together to move my application forward," now reads as, "I couldn't be bothered to get the references together before submitting my application."

Formatting

Where should I set my page margins?
Between .5 and 1 inch on all sides. Keep the left and right margins the same length. You may choose to make the top margin smaller than the bottom margin.

What kind of font should I use?
Stick to easily readable fonts which are standard on most computers. The ones I usually recommend are Calibri, Cambria, Garamond, Helvetica, Palatino, and Arial. It is usually best to use the same font family for the entire document, though it is possible to combine two different fonts for a stylish look; if you do

this, use a serif font for headings and a sans-serif font for content. A serif font uses small lines called serifs (or "feet"), while a sans-serif font does not. See if you can spot the difference: Arial is a sans-serif font; Garamond is a serif font.

How large a font should I use?

Here is a breakdown of approximate font sizes (keep in mind that different fonts will "size" differently, so an 8-point font in Times New Roman will be a different size than 8-point Palatino):

Name: 16-20
Headings: 14-18
Subheadings: 10-14
Content: 8-12

How and when should I use italic, bold, or underlined text?

Generally, use bold for headings and italics for subheadings and other emphasis. Avoid underlining—it tends to look tacky.

Should I ever use all-caps text?

Only for headings. Using all-caps for content makes it seem like you are yelling on the page.

Should I use pictures or graphics?

No. Simple lines are okay for delineating sections, but do not use any shapes, clip art, or photos on your resume (unless you are a graphic artist). Do not include a picture of yourself (unless you are a model applying for a modeling position or something similar).

Should I use color?

No. A complex graphic design for a resume may look stylish (and is difficult to do well, in any case), but most employers have been trained to associate things like color, shapes, and photos with superficiality.

What is white space?

White space is simply the absence of text on a page. It is important because it affects how people read a document. Try to avoid "wall-of-text" syndrome (when the entire page except the margins is filled with text). You want to have enough white space on the page that, when you hold a printed copy at arm's length, you can still easily tell where the major sections are.

How do I maintain proper spacing and alignment?

Use the ruler function of Microsoft Word. In the 2010 version, it is not automatically in view, so click the "View" tab at the top of the page and check the "Ruler" box in the "Show" options. The space bar is only for putting spaces between words—it will not give you accurate alignment.

Application Spreadsheet: Instructions

The spreadsheet itself is a Microsoft Excel file located on this flash drive. Below are the headings for the document with explanations and examples of what to put there.

Position – here, list the job title and number, if available, of any posting that you plan to apply for.

Example: Customer Service Team Member (#B1053)

Company – list the company or business name that posted the job

Example: Dewey's Department Store, Turtle Creek Mall, Jonesboro, AR

Company contact – list the name, if you can find it, of the company's HR manager or other person who will read your application and resume. This is important because addressing cover letters and emails to the person who will actually read them demonstrates that you took time to research the company and that you are a thoughtful, professional person.

Example: Maria Santos, Women's Clothing Department Head

Job Posting – list where you found out about the job (newspaper, website, personal reference, etc.); this is important because, the longer this list becomes, the better idea you have about where to look for additional postings in your field.

Example: "Now Hiring" sign in store window

Date Found – list the date you saw the job posting.

Example: Saturday, August 11, 2012

Closing Date – if available, list the date that the job posting will close so you can stay on schedule and never miss an application deadline.

Example: Sunday, August 25, 2012 (called store to ask)

Date Applied – list the date you sent your application packet to the employer.

Example: Completed August 20, 2012

Application Type – list how you submitted the application.

Example: Online application with document upload through company website

Website – list the URL for the company's job or career section on their website for quick access later; keep in mind that some employers will show application status updates on your account, so you'll want to check on this status frequently.

Example: www.deweysdept.com/careers

Login – list the login name you created for this company's website (if applicable).

Example: JRSmith

Password – list the password you created so you can continue to access your account for updates on existing applications and for new job postings; this is especially important because all websites have different criteria for passwords, so you will likely not be able to use the same one for each different login.

Example: dewey8

Cover Letter? – if the job posting requires a cover letter, list the file name for the one you wrote.

Example: CoverLetterDewey.rtf

Resume? – list the file name for the resume for this job (keeping in mind that you absolutely should have a fresh, tailored version for each new application).

Example: JRSResumeDewey.rtf

Other? – list any other information that the job application required and where you've saved that information.

Example: Completed online training module on August 21, 2012

Follow-up – list the dates, contact name, and requirements of any follow-up communication you receive from the company.

Example: Maria Santos called August 26, 2012 to arrange interview at 10:00 a.m. August 27

The 3 C's: Writing and Formatting Advice

Resumes are funny sorts of documents—they need to be brief, comprehensive, illustrative, argumentative, professional, and personal all at once. This is what makes them devilishly hard to write. How can you accomplish all this in one or two pages? Because every job, every worker, and every employer is different, you need to put a great deal of thought into composing your resume.

So how should you think about your resume? The following three principles should help you organize your thought process for writing. While these principles apply to any writing situation, I'll show you how to specifically use them for resume writing.

1. Consistency: Useful repetition

Writing with Consistency

While it is wise to not repeat information or exact phrases on your resume, there is a kind of repetition in writing that is useful: consistency in syntax and presentation. Syntax simply means the kinds of words you use and where you put them. This is especially important when you are writing lists for your "Experience" and "Skills" sections. Use similar patterns in your writing. The most common, basic pattern for resumes is *verb + noun + prepositional phrase*. An example of this is, "Created weekly newsletter for office personnel," or, "Trained new employees in areas of customer service and database maintenance." Do not use the subject pronoun "I" in your resume (your "Professional Statement" can be an exception to this), as it is implied. Use past tense verbs (like "wrote" and "maintained") throughout unless you are writing about your current job or current activities, in which case, use present tense verbs (like "write" and "maintain").

Consistency in presentation means that, no matter what choice you make regarding how to show something on the page, you make the same choice for each similar item (also known as the "pick-it-and-stick-with-it" rule). Some examples:

- When listing dates, there are many accepted formats, but you should never use more than one.
    - July 2010 to August 2012
    - July 2010 – August 2012
    - July 2010-August 2012
    - Jul. 2010 to Aug. 2012
    - Jul. 2010 – Aug. 2012
    - Jul. 2010-Aug. 2012
    - 6/2010 to 8/2012
    - 6/2010 – 8/2012
    - 6/2010-8/2012

- When listing state names, either use the abbreviation each time, or spell out each time.
  - Jonesboro, Arkansas *or* Jonesboro, AR
- When listing phone numbers, there are several accepted formats, but use the same one throughout.
  - 870.935.1234
  - 870-935-1234
  - (870)935-1234

Formatting with Consistency

When formatting a resume, consistency is the most important principle to consider. Current word processing software gives you a panoply of options for creating a unique and professional-looking resume. The downside is that you may find yourself lost in choices.

Bold or italic? One space or two? All caps or not? Bullets or paragraph format? Helvetica or Palatino?

The simple truth is *it doesn't matter*. Whatever you choose, stick with it. Be consistent. A common resume mistake is to assume that content is more important than presentation. They are equally vital to resume success because how you present the resume affects the way someone else reads it. In practice, this means that if you decide to make the major heading "**WORK EXPERIENCE**" both bold and all-caps, then all other major headings ("**EDUCATION**" and "**SKILLS**") should be the same. Likewise, if you right-align the dates in your "Experience" section, right-align any dates in your "Education" section.

2. Correctness

When writing a resume, correctness is important in two different ways—it will apply to both content and grammar. To compose the best resume possible, you'll need to do some major work both before and after actually writing the resume.

First, you should gather all your old materials together before you start—this means old resumes and employment records. This is imperative because it will help you avoid misspelling the names of any previous employers, keep you from "guesstimating" your dates of employment, and, finally, jumpstart the process of remembering what you've done in the past that you want to highlight on your resume. At the end of the composing process, you need to make sure you proofread you resume. *Do not rely on spellcheck or grammar-check*. These computer tools are not reliable. Proofread the resume yourself several times, and then give it to someone else (preferably a grammar nerd) to proofread. Expect to make many revisions before you have a resume that's good enough to send to employers.

3. Clarity

When you write a resume, you need to strive for clarity. You cannot cover a bad resume with fancy fonts, decorative borders, and six-syllable words. A clear, concise resume is better than an overly-formatted one.

Where does clarity enter the equation? It will affect everything on your resume. Your name and contact information should be visible and easy to read. Your headings should be short and descriptive. Your dates of work and school experiences should be easy to follow, like a timeline. Your details about jobs and accomplishments should not mislead a reader.

So how can you achieve clarity in writing? One tip is to keep it simple—remember that a clear resume is better than a fancy one. Another tip is to always look at your resume with fresh eyes. You are intimately familiar with the content and context of your resume; a prospective employer, on the other hand, is not. Try to look at your resume as a complete stranger would. Does everything on your resume make sense? Do you need to be clearer about the duties you performed at old jobs? Is it difficult for the reader to clearly see the different sections? Are there sound, logical reasons for organizing sections or information in the way you have? Clarity is so important because any source of confusion becomes a reason for a prospective employer to ignore your resume.

For a more effective resume, take the time to consider these three principles of consistency, correctness, and clarity at all stages of the writing process: brainstorming, organizing information, writing, and multiple revisions.

Resume Action Verbs and Keywords

If you have done some research on job searches and resumes, you have likely encountered the concept of "keywords"—these are words and phrases that employers look for in resumes. They serve two main purposes: 1) generally, indicating to the reader that the applicant has read and is responding to the specific job posting in a way that matches the goals and interests of the company, and 2) specifically, being scanned electronically to streamline the process of cutting unqualified candidates. While many keywords are field-specific and will be in the job posting, this document includes an alphabetical list of general active verbs that may be on a keyword search. Moreover, using active verbs in your writing makes your style livelier and helps you specifically describe your experiences and duties (the "show-don't-tell" principle).

A

accelerated, acclimated, accompanied, accomplished, achieved, acquired, acted, activated, actuated, adapted, added, addressed, adhered, adjusted, administered, admitted, adopted, advanced, advertised, advised, advocated, aided, aired, affected, allocated, altered, amended, amplified, analyzed, answered, anticipated, appointed, appraised, approached, approved, arbitrated, arranged, ascertained, asked, assembled, assigned, assumed, assessed, assisted, attained, attracted, audited, augmented, authored, authorized, automated, awarded, avail

B

balanced, bargained, borrowed, bought, broadened, budgeted, built

C

calculated, canvassed, capitalized, captured, carried, out, cast, cataloged, centralized, challenged, chaired, changed, channeled, charted, checked, chose, circulated, clarified, classified, cleared, closed, co-authored, cold, called, collaborated, collected, combined, commissioned, committed, communicated, compared, compiled, complied, completed, composed, computed, conceived, conceptualized, concluded, condensed, conducted, conferred, consolidated, constructed, consulted, contracted, contrasted, contributed, contrived, controlled, converted, convinced, coordinated, corrected, corresponded, counseled, counted, created, critiqued, cultivated

D

debugged, decided, decentralized, decreased, deferred, defined, delegated, delivered, demonstrated, depreciated, described, designated, designed, determined, developed, devised, devoted, diagrammed, directed, disclosed, discounted, discovered, dispatched, displayed, dissembled, distinguished, distributed, diversified, divested, documented, doubled, drafted

E

earned, eased, edited, effected, elected, eliminated, employed, enabled, encouraged, endorsed, enforced, engaged, engineered, enhanced, enlarged, enriched, entered, entertained, established, estimated, evaluated, examined, exceeded, exchanged, executed, exempted, exercised, expanded, expedited, explained, exposed, extended, extracted, extrapolated

F

facilitated, familiarized, fashioned, fielded, figured, financed, fit, focused, forecasted, formalized, formed, formulated, fortified, found, founded, framed, fulfilled, functioned, furnished,

G

gained, gathered, gauged, gave, generated, governed, graded, granted, greeted, grouped, guided

H

handled, headed, hired, hosted

I

identified, illustrated, illuminated, implemented, improved, improvised, inaugurated, indoctrinated, increased, incurred, induced, influenced, informed, initiated, innovated, inquired, inspected, inspired, installed, instigated, instilled, instituted, instructed, insured, interfaced, interpreted, interviewed, introduced, invented, inventoried, invested, investigated, invited, involved, isolated, issued

J

joined, judged,

L

launched, lectured, led, lightened, liquidated, litigated, lobbied, localized, located

M

maintained, managed, mapped, marketed, maximized, measured, mediated, merchandised, merged, met, minimized, modeled, moderated, modernized, modified, monitored, motivated, moved, multiplied

N

named, narrated, negotiated, noticed, nurtured

O

observed, obtained, offered, offset, opened, operated, orchestrated, ordered, organized, oriented, originated, overhauled, oversaw

P

paid, participated, passed, patterned, penalized, perceived, performed, permitted, persuaded, phased, out, pinpointed, pioneered, placed, planned, polled, prepared, presented, preserved, presided, prevented, priced, printed, prioritized, probed, processed, procured, produced, profiled, programmed, projected, promoted, prompted, proposed, proved, provided, publicized, published, purchased, pursued

Q

quantified, quoted

R

raised, ranked, rated, reacted, read, received, recommended, reconciled, recorded, recovered, recruited, rectified, redesigned, reduced, referred, refined, regained, regulated, rehabilitated, reinforced, reinstated, rejected, related, remedied, remodeled, renegotiated, reorganized, replaced, repaired, reported, represented, requested, researched, resolved, responded, restored, restructured, resulted, retained, retrieved, revamped, revealed, reversed, reviewed, revised, revitalized, rewarded, routed

S

safeguarded, salvaged, saved, scheduled, screened, secured, segmented, selected, sent, separated, served, serviced, settled, shaped, shortened, showed, shrank, signed, simplified, sold, solved, spearheaded, specified, speculated, spoke, spread, stabilized, staffed, staged, standardized, steered, stimulated, strategized, streamlined, strengthened, stressed, structured, studied, submitted, substantiated, substituted, suggested, summarized, superseded, supervised, supplied, supported, surpassed, surveyed, synchronized, synthesized, systematized

T

tabulated, tailored, targeted, taught, terminated, tested, testified, tightened, took, traced, traded, trained, transacted, transferred, transformed, translated, transported, traveled, treated, tripled

U

uncovered, undertook, unified, united, updated, upgraded, used, utilized

V

validated, valued, verified, viewed, visited

W

weighed, welcomed, widened, witnessed, won, worked, wrote

Source: www.resume-help.org/resume_action_words.htm

Recommended Resources

In Print:

- Anything by Wendy S. Enelow or J. Michael Farr
- *Career Comeback* by Bradley Richardson (650.14 Ri39)
- *Knock 'em Dead 2010* by Martin John Yate (650.14 Ya 2)
- *Make Job Loss Work for You* by Richard Deems (650.14 DEEMS)
- *Thank You for Firing Me* by Kitty Martini (650.14 MARTI)
- *The Two Hour Job Search* by Steve Dalton (650.14 DALTO)
- *Get a Great Job When You Don't Have a Job* by Marky Stein (650.14 STEIN)
- *What Color is Your Parachute 2012* by Richard N. Bolles (650.14 BOLLE)
- *Before and After Resumes* by Tracy Burns-Martin (650.14 BURNS)

Online:

- www.careerbuilder.com – a general job posting site with excellent resources.
- www.craigslist.com – while not a traditional job website, the "jobs" page of for your local Craigslist will list some good job opportunities. *
- www.glassdoor.com – in addition to hosting local job postings, this website also offers ratings on various companies and a database of common interview questions.
- www.indeed.com – a general job posting site; I'd personally recommend starting here as it is an aggregate site, meaning it compiles job postings from multiple online locations.
- www.job.com – a general job posting site. *
- www.linkedin.com – this social networking site is like Facebook for professionals; you can create a profile, make connections, and learn about new opportunities.
- www.monster.com – a general job posting site. *
- www.mywebcareer.com – this site helps you manage your online reputation for a job search.
- www.rezscore.com – this site allows you to upload your resume and get a free letter-grade score; premium access will provide you with more detailed feedback.
- www.simplyhired.com – a general job posting site.
- www.snagajob.com – a general job posting site.
- www.startwire.com – this new online tool offers you a way to keep track of your applications (and application status for partner companies) and will even offer job recommendations based on your application history.
- www.usajobs.gov – a general job posting site for government positions.
- Also look for websites and job boards which are specific to your field.

* While these websites do include plenty of legitimate job postings, they also contain spam job postings and advertisements within search result lists (for example, "Make $1000/day working from home!"). Please search these websites with caution and a critical eye.